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ABSTRACT

Developed as part of the Allied Health Professions Projects, these five annotated bibliographies contain resource materials from the following areas: (1) Engineering Maintenance, 13 entries, (2) Sanitation and Public Health, 15 entries, (3) Hospital and Nursing Home Administration, 12 entries, (4) Hospital Housekeeping, 43 entries, and (5) Hospital Purchasing 48 entries. Each entry includes the author, title, publisher, date, and number of pages. (MU)

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(17)

ANNOTATED REFERENCES

Engineering Maintenance

(as of June 1970)

Research and Demonstration Grant 8-0627
U.S. Office of Education, Bureau of Research
Department of Health, Education, and Welfare

VT013681 Part 7

ALLIED HEALTH PROFESSIONS PROJECTS
Division of Vocational Education
University of California, Los Angeles

Engineering Maintenance

Anon: Maintenance Man, Building--A Suggestion Guide for a Training Course. Washington, D.C. 20402: Dept. of HEW, Office of Education, Publication Code No. OE-87043.

A decent little publication giving a complete outline of teaching and training methods for building maintenance personnel.
A list of references will be useful in developing a curriculum for such personnel for the need of a health care facility.

AHPP May 14, 1970 Engineering Maintenance NM/bls
3.
4. Manual
5.
Future Use: As teaching material and reference for other related publications.

Filed: "Manuals"

Engineering Maintenance

Anon: Manual of Hospital Maintenance (1952). Chicago, Ill.: Am. Hosp. Assoc., pp. 116.

This practical booklet contains useful directions, points, and procedures on all aspects of maintenance problems in a hospital. No illustrations have been given but procedures have been well described. An excellent reference for general directives for solution to a maintenance problem.

AHPP May 14, 1970 Engineering Maintenance NM/bls
3. Housekeeping and safety area
4. Manual
5.
Future Use: Teaching and reference material during developing syllabus

Filed: "Manuals"

Engineering Maintenance

Anon: Proposed Standards for Accreditation of Hospitals--Provisional Draft. Chicago: Joint Commission on Accreditation of Hospitals, AHA.

This provisional draft material has a chapter on Hospital Safety which deals with safety features and maintenance requirements for safety devices.
It was used in listing the safety section of Engineering Maintenance, and also in Hospital Sanitation.

AHPP May 14, 1970 Engineering Maintenance NM/ba
3. Sanitation, Hospital Administration
4. Manual
5. Sanitation (Manuals)
Future Use: As reference material in developing training program for engineers and sanitarians working in H. C. facility. Also useful to Hospital Administrators and Planners.

Filed: "Manuals"
San. HCF

Engineering Maintenance

Anon: Preventive Maintenance Guide. Chicago: Am. Hosp. Assoc., 1957, 82 pp.

This is another publication of AHA which deals with the maintenance problems in hospitals. The procedures, forms for requisition, etc. have been given as illustrations to deal with the topics more explicitly. Useful to those who are in the line of maintenance with some experience.

AHPP May 14, 1970 Engineering Maintenance NM/bls
3. Safety and housekeeping
4. Manual
5.
Future Use: Training material and reference

Filed: Merchant's Bookcas
"Manuals"

Engineering Maintenance

Lewis, B.T.: Maintenance Management. New York: John F. Rider, 1963

This book could serve as a text on the topic. In a systematic way the importance, organization, procedures, and values of a maintenance department in an institution have been described. Tables for inspection time factors have been given for quick reference and estimations.

AHPP 1/29/70 Engineering Maintenance NM/sg
3.
4. Xerox of p.46-47; Chap. 7
5.
Future Use: Teaching and training reference

Filed: "General Literature"

Engineering Maintenance

Roop, D. M.: Job Classified and Described--articles in Hospital Management. August, 1965.

A series of nine articles written by the author to define and describe the duties of engineering maintenance personnel serving a health care facility.
Used as a source material in developing the task list for the area of Engineering Maintenance.

AHPP May 14, 1970 Engineering Maintenance NM/bls
3.
4. Periodical
5.
Future Use: In developing training program - reference material

Filed: "Periodicals/Gen. Literature"

Engineering Maintenance

Anon.: Definitions of Occupational Specialties in Engineering. New York: American Society of Mechanical Engineers, 1951.

The book defines various job titles for engineering personnel. The definitions include part of job description to identify one from another. The Management Engineering definitions have been Xeroxed and used for engineering maintenance--task list development.
A useful and quotable piece of work.

AHPP 1/29/70 Engineering Maintenance NM/ba
3.
4.
5.
Future Use: A general reference

Filed: "General Literature"

Engineering Maintenance

Deschambeau, G. L.: Improving your Hospital . . . . . HOSPITALS J.A.H.A., Vol. 38, Sept. 1968.

The author states that there is a need for administrators to stop viewing maintenance strictly as overhead and to appraise its potential in the overall hospital picture instead.
The article has been used as reference material in developing task list for Engineering Maintenance in H.C.F.

AHPP 5/18/70 Engineering Maintenance NM/ba
3.
4. Article
5.
Future Use: As a general technical reference. The author can be contacted or invited for consultation--or on NTAC.

Filed: "General Literature"

Engineering Maintenance

Robertson, S.A.: Engineering Management. London: Blackie & Sons, Ltd., 1948. pp. 463.

A textbook for engineers which provides technical and management information, principles and practices.
The book has been used in developing the supervisor's task list section in the inventory.

AHPP 5/18/70 Engineering Maintenance NM/ba
3.
4. Text
5.
Future Use: A good reference source of material for teaching management aspects of engineering duties in H.C.F.

Filed: Business Admin. Library--UCLA
Chapt. 21 "Industrial Health"
filed in "Educational Programs

Engineering Maintenance

Anon.: Training Opportunities. Los Angeles: Veterans Administration Center, 1968.

This publication, prepared by the V.A. Center, describes a series of lectures as part of the training program for personnel serving the V.A. hospitals.
Part of this publication was used in developing the task list for the areas of Sanitation, H.C.F, and Engineering Maintenance, H.C.F.

AHPP 5/18/70 Engineering Maintenance NM/ba
3. Sanitation
4.
5.
Future Use: Curriculum development and introductory reference for persons entering the field.

Filed: "Educational Programs"

Engineering Maintenance

Anon: Maintenance Supervisor's Handbook (ID 62). Houston, Texas: Gulf Publishing Co., 100 pp.

This work, written for industry and work shop, gives value judgments and decision making in the field of maintenance procedures. Deals with equipment maintenance and repair. Staff training and efficiency in performance have been emphasized to bring the points home.

AHPP May 14, 1970 Engineering Maintenance NM:ba
1. Business Management and Administration
4. Text
5.
Future Use: Teaching and training program

Found in Business Administration Library--UCLA

ngineering Maintenance

Newton, T.G. and Bleicken, B., The Foreman's Place in Management New London, National Foremen's Institute, Inc., 1950

A good book under the title. Gives organizational set up. Relationships among different departmental personnel. Describes duties, responsibilities, and privileges of a foreman in engineering department.

AHPP May 14, 1970 NM:ba
3.
4. xeroxed pages
5.
Future Use: Task list--administrative responsibilities in engineering maintenance department. A good teaching reference and text.

Book Filed: Business Administration Library--UCLA
Xeroxed pgs. 22-35 "Gen. Lit. & Peri."

Engineering Maintenance

Everett, L.: Engineering and Organization. Homewood, Ill.: Richard D. Irwin, Inc.

This volume is essentially a book for engineers. It deals with plan, budget, cost, and work of different jobs in an industry or plant. Maintenance procedures, routine checkups, lubrication, replacements, purchase orders, all have been described explicitly. Forms, flow sheets, and illustrations are included. Useful in administrative office and other departments where administrative duties occur. Used in Engineering Maintenance task analysis.

AHPP 1/29/70 Engineering Maintenance NM/sg
3.
4. Text
5.
Future Use: A text to be recommended to Engineering Maintenance students.

Business Adm. Library

ANNOTATED REFERENCES

SANITATION PUBLIC HEALTH

(as of June 1970)

Research and Demonstration Grant 8-0627
U.S. Office of Education, Bureau of Research
Department of Health, Education, and Welfare

ALLIED HEALTH PROFESSIONS PROJECTS
Division of Vocational Education
University of California, Los Angeles

VT013681 Part 2

Sanitation, (PH)

Salvato, J.A.: Environmental Sanitation. London: John Wiley and Sons, Inc., 1958. pp660

This is a very good reference and text on the subject. Discusses different aspects and problems of sanitation. Engineering, esthetic and practical aspects of sanitation have been discussed with data and standards. Useful book for general reference. Standard procedures are given in appendix.

AHPP 1/12/70 Sanitation NM/js
3. Engineering Maintenance
4. Text
5.
Future Use: As teaching material and developing syllabus.

Filed: Bookshelf

Sanitation, (PH)

Fair, G. M., Geyer, J.C., and Morris, J.C.: Water Supply and Waste Water Disposal. New York, John Wiley and Sons. pp 250.

An excellent book written on the subject. Deals in detail with the sources, collection, purification, and supply or disposal of water and waste water. Criteria for water quality, pipes, plumbing, and sewers have been given with data and illustrations.

AHPP 1/12/70 Sanitation NM/js
3. Sanitary Engineering, Plumbing
4. Text
5.
Future Use: Textbook for teaching. Also useful in improving task analysis.

Filed: BioMed Library, UCLA

Sanitation, (PH)

Herfindahl, O.C., et al: Quality of the Environment. Baltimore, Maryland: John Hopkins Press, 1965.

A good reference book which can be used in developing curricula in Environmental Health. The authors deal with economic aspects of land, water, and air use in future planning.
Used in developing task list for public health sanitation.

AHPP 5/20/70 Sanitation NM/ba
3.
4. Text
5.
Future Use: As reference material in developing syllabus.

Filed: BioMed Library--UCLA

Sanitation, (PH)

McCake, J.H. and Eckenfelder, Biological Treatment of Sewage and Industrial Wastes. Vol. I and II. New York: Reinhold Publishing Corp.

This book serves as a basic guideline for understanding the problems of sewage treatment methods and some solutions.
Biological treatment has received much attention in the recent past, but the problems in practice are complex. A very good reference for practice and teaching.

AHPP 1/12/70 Sanitation NM/js
3. Engineering Maintenance and Housekeeping
4. Text
5.
Future Use: Teaching Material. Useful in curriculum development.

Filed: Bio-Med Library

Sanitation, (PH)

Anon: Recommended Methods for the Examination of Food Products. New York: APHA

This volume contains useful methods and procedures of quality control and analysis of food products. Some of the procedures could become accepted standards in the future. A good reference on the subject.

AHPP 1/12/70 Sanitation NM/js
3. Dietary
4. Text
5.
Future Use: In developing teaching material. Use particularly in lab program

Filed: Bio-Med Library

Sanitation (PH)

Hopkins, E.S., The Practice of Sanitation. Baltimore, Maryland: The Williams & Wilkins Co. pp487

A textbook on sanitation. Covers all the areas of environmental health and presents solutions to the problems. A good reference for becoming acquainted with the subject. Can be used as a text for teaching sanitation.

AHPP 1/12/70 Sanitation NM/js
3.
4. Text
5.
Future Use: Teaching Material and Reference

Filed: Bio-Med Library
pp 55-71, 115,121, 197-215, 241-245, 323-327, 337-357
filed "Literature"

Sanitation, (PH)

Anon: An Appraisal Method for Measuring the Quality of Housing, Part I and Part II. New York: APHA

This publication serves as a yardstick for health officers, inspectors, and sanitarians. Deals with procedures and standards of housing inspection including consideration of the environment.

AHPP 1/12/70 Sanitation NM/js
3. Housekeeping
4. Text book (manual)
5.
Future Use: In refining the housing section of the task list. As text in teaching and reference for P.H. sanitation.

Filed: Bio-Med Library

Sanitation, (PH)

Ehlers, V.M. and Steel, E.W.: Municipal and Rural Sanitation. New York: McGraw Hill, 1965, 6th Edition.

An excellent textbook for Environmental Health and Sanitation. Separate chapters on various topics.
Used as source material for task list in Public Health and H.C.F. Sanitation.

AHPP 5/20/70 Sanitation NM/ba
3. Sanitation, H.C.F.
4. Text
5.
Future Use: As teaching and training textbook and in developing curriculum for professional personnel in the field.

Filed: BioMed Library--UCLA

Sanitation, (PH)

Anon.: Standard Methods for Examination of Dairy Products. New York: APHA.

Standard reference book on the topic. Contains many methods and procedures for analysing dairy products for food value and microbiology.
Simple test procedures and the significance of test findings have been given.
Good reference for the purpose of inspection and standard maintenance.

AHPP 1/13/70 Sanitation NM/js
3. Food Service
4. Manual
5.
Future Use: In developing teaching program in practical laboratory.

Filed: BioMed Library--UCLA

Sanitation, (PH)

Smith, Stewart: Environmental Hygiene. London: Butterworth & Co.

Diseases, chemistry--physics, engineering.
A general text which can be put into general use as reference and teaching material. The subject has been dealt with in a simple way which could be understood by almost anyone who cares to know about hygiene.

AHPP 1/12/70 Sanitation NM/js
3. Dietary
4. Text
5.
Future use: Teaching material. Developing teaching lessons.

Filed: Bio-Med Library

Sanitation, (PH)

Anon: Standard Methods for the Examination of Waste Water and Water. 11th edition. New York: APHA.

This book serves as a Bible for water quality control and waste water testing laboratories. Latest methods and testing with simple chemicals and modern equipment have been covered. Significance of each test method has also been discussed. Excellent reference.

AHPP 1/12/70 Sanitation NM/js
3. Housekeeping
4. Text
5.
Future Use: In making lab procedures for practical training.

Filed: Bio-Med Library

Sanitation, (PH)

Goedon, J.E., ed.: Control of Communicable Diseases in Man. New York, American Public Health Association, 10th edition, 1965.

The book deals with all the communicable diseases in a systematic way, with methods of controls stated at the end of each description of the disease pattern. It was used to discuss and list methods of sanitary care and precautions to be explained to hospital sanitarians and housekeeping personnel.

AHPP 1/12/70 Sanitation NM/js
3.
4. Text
5.
Future Use: Teaching material and reference

Filed: AHPP

Sanitation, (PH)

Anon.: Water and Waste Water Analysis Procedures. Ames, Iowa: Hach Chemical Company. pp. 104

The manual is well written for the use of the company's products. For a trainee it serves as a tool to get acquainted with the routine procedures and tests carried out in water analysis.

AHPP 1/12/70 Sanitation NM/js
3. Housekeeping
4. Manual
5.
Future Use: Teaching material. Reference-for inclusion in curriculum.

Filed: "Manuals"

Sanitation, (PH)

Anon: Environmental Sanitation. Med-Service School--Brook Army Med-Center, 1967. Study Guide 941

This publication deals with environmental sanitation problems and their solution in a simple but constructive way.

Useful as a general reference material.

AHPP 5/26/70 Sanitation NM/ba
3.
4. Text
5.
Future Use: During teaching material development, this guide can be effectively used in setting standards in sanitation planning.

Filed: AHPP "Manuals"

Sanitation, (PH)

Blum, H. L. and Keranen, G.E.: Control of Chronic Diseases in Man. New York: APHA, 1966. pp. 192.

After general considerations discussed in the beginning, each disease is dealt with in the light of its characteristic features for diagnostic symptoms--causes and preventive measures.
Good for hospital sanitation and housekeeping personnel, also, in dealing with the problems of chronic disease patients. Knowledge of such problems and preventive methods will help in providing a suitable environment to the patients.

AHPP 1/12/70 Sanitation NM/js
3. Sanitation, (HCF)
4. Technical Reference Manual
5.
Future Use: Teaching reference for Sanitarians P.H. (General) and Sanitarians, (HCF) (Particular)

Filed: "Manuals"

(C1)

ANNOTATED REFERENCES

SANITATION HEALTH CARE FACILITY

(as of June 1970)

Research and Demonstration Grant 8-0627
U.S. Office of Education, Bureau of Research
Department of Health, Education, and Welfare

VT013681 Part 3

ALLIED HEALTH PROFESSIONS PROJECTS
Division of Vocational Education
University of California, Los Angeles

Sanitation, (HCF)

Anon: Commission of Admin. Services in Hospital Housekeeping Staff Utilization. CASH Organization, January, 1966.

This little publication takes a realistic and practical view of the staff utilization in housekeeping department. Proper scheduling, determining time consumption on performing each step of the task are the key points. Efficiency and money saving are the aims.

AHPP 1/12/70 Sanitation NM/js
3. Housekeeping (Administration)
4. Unpublished article (Manual)
5.
Future Use: Teaching reference.

Filed: "Manuals"

Anon: Institutional Sanitation Manual. Dubois Chemicals (Pub.).

A useful publication on how to perform a task by efficient methods and equipment. Illustrations and simple directions on do's and don'ts makes the manual practical and easy to follow.

AHPP 1/12/70 Sanitation HCF NM/js

3. Sanitation, P.H.
4. Manual
5.
Future Use: Teaching Reference

Filed: "Manuals"

Sanitation HCF

Anon: Proposed Standards for Accreditation of Hospitals--Provisiona Draft. Chicago: Joint Commission on Accreditation of Hospitals, AHA.

This provisional draft material has a chapter on Hospital Safety which deals with safety features and maintenance requirements for safety devices.

It was used in listing the safety section of Engineering Maintenance, and also in Hospital Sanitation.

AHPP May 14, 1970 Sanitation HCF NM/ba
3. Engineering Maintenance, Hospital Administration
4. Manual
5. Engineering Maintenance
Future Use: As reference material in developing training program for engineers and sanitarians working in health care facilities. Also useful to Hospital Administrators and Planners.

Filed: "Manuals"

Sanitation, (HCF)

Anon: Catalogue for Hospitals. Dallas, Texas: Huntington Laboratories.

This little catalogue gives information on various problems of sanitation in the health care facility. Some of the products from the laboratories give assistance in handling special types of problems met with in hospitals.

It could serve as a guide in handling sanitation problems in hospitals.

Used in developing task list for Sanitation HCF and as a reference for Engineering Maintenance.

AHPP 5/18/70 Sanitation NM/ba
3. Engineering Maintenance
4. Catalogue
5.
Future Use: Teaching program and reference, task list.

Filed: "Manuals"

Sanitation, (HCF)

Anon: Hospital Safety Manual. Chicago, Ill.: American Hospital Association. pp 116.

A booklet written for those who are serving in hospitals. With illustrations, do's and don'ts, the booklet has been made explicit enough to be read and understood even by junior personnel.

AHPP 1/12/70 Sanitation NM/js
3. Housekeeping, Safety Management
4. Manual
5.
Future Use: Task list and teaching.

Filed: "Manuals"

Sanitation, (HCF)

Parisi, J. T.: Environmental Sanitation--Teaching Infection Control Methods to Ancillary Service Personnel. HOSPITALS, J.A.H.A. March 16, 1968, Vol. 42.

Programs of education in hospital infection control should include ancillary patient care, food service and housekeeping personnel, according to the author, because these non-professional employees often have as much contact with diseased patients as does the professional staff.

The article has been used as a reference in developing task list for Sanitation HCF

AHPP 5/18/70 Sanitation NM/ba
3.
4. Article
5.
Future Use: Teaching material and general reference

Filed: "Educational Programs"

Sanitation, HCF

Anon: Program for Teacher Education for Environ-Technology (PROTEE Ann Arbor, Michigan: National Sanitation Foundation.

A folder of introductory material on the project with bibliography, text and reference material. The collection also includes names and addresses of the institutions engaged in teaching sanitation. Curricula outlines and credit requirements included.

AHPP 1/12/70 Sanitation, HCF NM/sg
3.
4. Manual
5.
Future Use: Education Programs.

Filed: "Manuals"

Sanitation (HCF)

Anon: Environmental Health Factors in Nursing Homes. Washington, D.C.: U.S. PHS. Dept. of H.E.W.

Vol. 2: Mental Health Application
Vol. 4: Water Supply
Vol. 5: Plumbing
Vol. 6: Water Supply Piping System
Vol. 7: Hot Water Needs
Vol.14: A Comfortable Environment
Vol.16: Housekeeping
Vol.18: Barber and Beautician Service
Vol.20: Survey Guide

AHPP 1/29/70 Sanitation NM/sg
3.
4. Manual (Government Pamphlets)
5.
Future Use: Teaching material

Filed: "Manuals"

Sanitation, (HCF)

Owen, J. K. and Eisleben, R.K.: Modern Concepts of Hospital Administration. Philadelphia: W. B. Saunders Co., 1962. pp. 284

A textbook with excellent material. Chapters written by different authors on various aspects of hospital sanitation maintenance and management.

Useful as a text for teaching purposes.

AHPP 5/18/70 Sanitation NM/ba
3.
4. Text
5.
Future Use: Teaching material.

Filed: Bio-Med Library, UCLA

Sanitation, (HCF)

Feldman, E.B.: Housekeeping Handbook for Institutions, Business and Industry. New York: Frederick Fell Inc., 1968. pp. 423.

A good publication on the subject. An excellent source of quick reference and guidance in an institution. Chapters on planning maintenance, safety, and fire prevention, infection control, etc. cover a broad base area for industrial and institutional needs. An appendix gives useful formulae and examples for quick reference.

AHPP 1/12/70 Sanitation NM/js
3. Engineering Maintenance
4. Text
5.
Future Use: Teaching material

Filed: Bookshelf

Sanitation, (HCF)

Anon: Relationship between Sanitarian, Environmental Health Officer and Executive Housekeeper. HOSPITAL January 16, 1969, p. 76.

An article written to define duties and responsibility of each of the positions indicated in a hospital. Written by an experienced sanitarian, the discussion eliminates confusion with regard to job performance and supervision. A good reference article.

AHPP 1/12/70 Sanitation NM/js
3. Housekeeping and Administration
4. Article in periodical--HOSPITAL
5.
Future Use: Task list and technical information.

Filed: Mary Ellison's office

Sanitation, (HCF)

MacEachern, M.L.: Hospital Organization and Management Chicago: Physicians Record Co., 1957. pp. 1316.

A general book on the subject covering broad aspects of hospital management and dealing with the topics in detail. Excellent as general reference and text.

AHPP 1/12/70 Sanitation NM/js
3.
4. Text
5.
Future Use: Teaching material.

Filed: Mr. Henrich's office

ED054355

ANNOTATED REFERENCES

HOUSEKEEPING

(as of November 1970)

Robert R. Henrich

Research and Demonstration Grant 8-0627
U.S. Office of Education, Bureau of Research
Department of Health, Education, and Welfare

ALLIED HEALTH PROFESSIONS PROJECTS
Division of Vocational Education
University of California, Los Angeles

VT013681 Part 4

Housekeeping

Wyandotte Chemicals Corporation: The Science of Building Maintenance Cleaning. Wyandotte, Michigan (n.d.)

This work is typical of most manufacturer-produced works; setting forth procedures consistent with their product line in a scattering of areas, i.e., floor care, carpet care, stain removal, rest room cleaning, etc. The problem is that each area is only touched upon.
The procedures that are given are complete and worthwhile for task development, but have little other value.

AHPP Housekeeping September 1970 JB/dfb

3.
4. manuals
5.

Manuals

Housekeeping

Huntington Laboratories, Inc.: The Work Manual of the Executive Housekeeping in the Hospital. Huntington, Indiana, 1967.

The main use the author of this annotation made of this manual was for task development. It contains a limited number of procedures, but they are essential ones to the Housekeeping Dept. (i.e. check-out, Operating Room, etc.) Procedures are very detailed, clear and follow a step by step routine. It has one or two pages on training and departmental organization. No future value.

AHPP Housekeeping September 1970 JB/dfb

3.
4. manuals
5.

Manuals

Housekeeping

Anon.: Your Floors and How to Care for Them. Muskegon, Michigan, Clarke Floor Machines.

This brief floor-care guide covers a limited number of types of floors - describing composition, characteristics, maintenance and treatment. It uses a narrative style.
This information is covered in greater detail and presented in a clearer manner in other works.

AHPP 6/4/70 Housekeeping JB/ba
3.
4. Manual
5.
Future Use: Little future use.

Filed: "Manuals"

Housekeeping

Bartsch, Karl G., Hoag, LaVerne L. and Nemeth, Alexander B.: Hospital Staffing Methodology Manual, MM-4. Community Systems Foundation (ed.): 1967.

This manual takes the industrial engineering approach to standard or normal work times developed by observation and timings of the various elements of the housekeeping function. The authors divided housekeeping activity into three broad categories of Patient and Non-patient areas, Trash Pick-up, and Project Work. In each area the manual contains work load norms and forms for producing staffing requirements based on conversion formulae, etc.

AHPP 6/4/70 Housekeeping JB/ba
3.
4. Manual
5.
Future Use: Little future value.

Filed: "Manuals"

Housekeeping

Trade and Industrial Education Instructional Materials Laboratory, Ohio State University College of Education. Hospital Housekeeping Instructor's Guide. Columbus, Ohio, 1959.

This is basically a procedure manual using steps and key points which have been approved and are advocated by Dr. Anderson. I found it very helpful in task development. The procedures listed were precise and clear. Also, the scope of tasks listed was good relative to other material. This manual has a section on training programs which may be useful at some future date.

Housekeeping AHPP September 1970 JB/dfb

3.
4. manual
5.

manual

Housekeeping

Property Service Department: Housekeeping Manual, Baylor University Medical Center. Dallas, Texas (n.d.)

This manual was developed by an industrial engineering consultant. The manual covers job descriptions for Baylor University, duty assignments, staffing, etc. However, the main emphasis of the manual is the detailed outline of housekeeping procedures. These procedures were among the most detailed I encountered and hence were very useful to the development of a task inventory. However, one drawback is that there are very few procedures in number and these procedures are very much particular to Baylor.

AHPP Housekeeping September 1970 DB

3.
4. manual
5.

Manuals

Housekeeping

Plant Management and Maintenance Company, Inc.: Hospital Houskeeping Manual. Haddonfield, New Jersey. n.d.

Procedure manual for housekeeping department that is limited in scope (i.e. relative to other procedure manuals it covers very few procedures), but very detailed. Also has general background on administration, disinfection, evaluation of personnel, etc.

It was useful in task analysis but limited in the number of tasks covered. No use for curriculum development.

3.
4. manual
5.

AHPP Housekeeping September 1969 JB/dfb

manuals

Housekeeping

Plant Management and Maintenance Company: Hospital Operations Analysis. Haddonfield, New Jersey: 1963.

This work is a survey of the housekeeping department of West Jersey Hospital. Subjects covered include organization, costs, equipment, attendance records, training, systems and procedures, etc. It does not contain material suitable for task analysis, nor does it have future value to the Project as training input.

AHPP Housekeeping September 1969 JB/dfb

3.
4. manual
5.

Ed. Programs

Housekeeping

DuBois Chemicals: Institutional Sanitation Manual. Cincinatti, Ohio n.d.

Procedure manual containing very specific items on cleaning procedures for dietary, floor care and general housekeeping. The content of procedures is less detailed than most and generally each procedure contains fewer items. This was used for task analysis. I would rate this a better than average procedure manual, though there is no material on training techniques or apprach.

AHPP Housekeeping September 1970 JB/dfb

3.
4. procedure manual
5. dietary

"Manuals" found on Bookshelf

Housekeeping

Hospital Research and Educational Trust: The Housekeeping Aide. Chicago, Illinois, 1967.

This manual is by far the most comprehensive in housekeeping field that I have encountered. Contains procedures on most activities housekeeping performs. In addition, contains instructiona background material (i.e., infection control - materials evaluation) Note - They have audio-visual aids to accompany this manual.
This is the only manual which gave a great deal of emphasis to training aspect. It is in fact a training program with procedures thrown in. Only drawback - great deal of information - difficult to wade through. Used in task development.

AHPP 6/69 Housekeeping JB/dfb

3.
4. manuals
5. Found on bookshelf

Housekeeping

Anon.: Housekeeping Manual for Health Care Facilities. Chicago, Illinois: American Hospital Association, 1966.

This manual is a combination procedure manual (latter part) and administrative guide. Chapters include interdepartmental relationships, personnel management, planning and scheduling, records, reports, budgets, etc. The latter part of this manual contains basically the same material as the Housekeeping Aide training program however, it is more condensed and better organized-- though lacking content on training program .

AHPP 6/4/70 Housekeeping JB/ba
3.
4. Manual
5.
Future Use: Little future value Filed: "Manuals"

Found on bookshelf

Housekeeping

Vestal Laboratories: Basic Housekeeping Procedure Manual. St. Louis, Missouri, 1963.

This is the most complete procedure manual I have yet encountered. It has, by far, the greatest number of procedures listed. The manual is divided into sections according to critical nature of cleaning in that area (i.e., operating-delivery room, nursery are the more critical areas, while dietary, medical records, etc., are less critical). This was used for task development. The only criticism I have is that the procedures lack the detail of the procedure manuals (AHA's) but there is still enough to aid in writing of behavior objectives.

AHPP Housekeeping September 1970 JB/dfb

3.
4. manual
5.

Manuals found on bookshelf

Housekeeping

Veterans Administration Hospital. Hospital Division:Housekeeping Guide (Wadsworth), Los Angeles, California (unpublished) n.d.

This work is listed as an outline of training courses. Actually the bulk of the material presented is in the form of procedure description However, the procedures described are few (14 in all) and the particular ones listed are found in other publications. The latter part of this work has forms for work evaluation, safety, etc. Used briefly for task development.

3.
4. manual
5.

AHPP Housekeeping September 1970 JB/dfb

Manuals

Housekeeping

Cook, Donn E., A Housekeeping Manual for Nursing Homes, a Cook-Johnson Publication.

This manual is composed of two major sections. The first section includes Basic Philosophy of Housekeeping,Application of Housekeeping, How to Compute Housekeeping Costs, and How to Write a Procedure Manual. The second section of the manual or text considers Basic Cleaning Procedures for the Nursing Home, including specific details of such procedures as Care of Cement Floor, Care of Terrazzo and Marble Floors, etc. This may be useful in developing procedures for housekeeping curriculum.

AHPP Housekeeping 1/9/70 RRH:sg
3.
4. manuals
5.

Filed: Manuals

Housekeeping

Smalley, Dave E., (Technical Ed.). Floor Maintenance Manual. Milwaukee, Wisconsin. Trade Press Publishing Company, 1961.

This is a very complete manual on floor maintenance. The text is a narrative style rather than a procedure style. It covers about every floor type in use and describes its material composition, characteristics, types of cleaners and finishes needed, and methods of application. I think it has future use as source background knowledge needed by housekeeping personnel to work properly on different types of floors.

AHPP Housekeeping September 1970 JB/dfb

3.
4. manual
5.

Manuals

Houskeeping

Lanco Chemical Company, "An Interpretation of the Service and Sales Policies of Lanco Chemical Company", n.d.

This procedure manual gives instructions on the cleaning and waxing of all types of floors, special recommended equipment, room fogging vs thorough scrubbing, wall-washing, and rug shampooing.

AHPP Housekeeping October 1, 1970

3.
4. manual
5.

Manuals

Housekeeping

Anon.: Housekeeping Activities - Area Time Requirements. Los Angeles, Commission for Administrative Service in Hospitals.

This is a list of activities that CASH has found local area hospitals housekeeping departments performing. Also contains timing standards for each step of the various activities.

AHPP 6/5/70 Housekeeping JB/ba
3.
4. Manual
5.

Filed: "Manuals"

Housekeeping

Purex Corporation, Ltd., Floor Maintenance Data, Wilmington, Calif., 1965.

This manual contains a glossary of terms, a section on the composition of various floor types and the proper materials to use on them, and a section on the cleaning and application methods.

The section on terms is very complete; however, the cleaning and wax treating procedures are very brief and hence not useful for task analysis or writing behavioral objectives. No training information.

3.
4. manuals
5.

AHPP Housekeeping 10-1-70 JB/dfb

manuals

Housekeeping

Purex Corporation, Ltd. Hospital Floor Sanitation Techniques. Wilmington, California. n.d.

A general discussion of topics concerning housekeeping function and floor care. Topics include spread of bacteria, team cleaning, disinfecting operating and delivery room floors, care and testing of conductive floors, selection of germicide cleaners.

Generally not a useful work for the Project.

3.
4. manual
5.
AHPP 6/4/70 Housekeeping JB/dfb
Manuals

Housekeeping

Anon.: A Modern Program for Complete Carpet Maintenance. Toronto: Advance Floor Machine Company.

The manual has some basic information about cleaning procedures for carpets. However, it is written in a narrative style which makes it difficult to locate pertinent information and advertises Floor Machines made by Advance.

AHPP 6/4/70 Housekeeping JB/db

3.
4. Manual
5.

Little Future Use

Manuals

Housekeeping

St. Joseph Mercy Hospital, Ann Arbor, Michigan. HOUSEKEEPING TRAINING MANUAL, February 1967.

Job descriptions in this manual include Housekeeper Supervisors and Custodians. The manual deals with the objectives for housekeeping personnel at St. Joseph's and a summary of what is included in the training classes for housekeepers. The manual also has sections on quality control and time standards.

AHPP Housekeeping September 1970 JB/dfb

3.
4. Manual paperbound
5.

Manuals

Housekeeping

Health, Education and Welfare, Dept. of. Public Health Services and Mental Health Administration. Health Facilities Planning and Construction Service. PRINCIPLES OF INFECTION CONTROL--A Programmed Course for Housekeeping Personnel.

This programmed course of instruction uses multiple choice, completion of sentences and "yes" or "no" questions. At the end of the manual is an examination to test retention of previous instruction and there is a separate section for "Answers".

AHPP Housekeeping September 1970 JB/dfb

3.
4. stapled sheaf of papers
5.

Ed. Programs.

Housekeeping

Hillyard Chemical Company, Hospital Products Research Division, St. Joseph, Missouri

Several advertising pamphlets describing this company's infection-control procedures and floor care.

AHPP Housekeeping September 1970 DB

3.
4. advertising pamphlets
5.

Gen. Period./Gen. Lit.

Housekeeping

Health, Education and Welfare, Dept. of. Public Health Service. "The Care and Cleaning of Housekeeping Equipment and Storage Room", A Programmed Course for Housekeeping Personnel, Section I, Programmed by: Education Performance Systems, Inc, New York, N.Y.

This programmed instruction course consists of multiple choice questions. There is a final examination at the end of the instruction course.

AHPP Housekeeping September 1970 JB/dfb

3.
4. stapled sheaf of papers
5.

Ed. Prog.

Housekeeping

S. C. Johnson & Son, Inc: Modern Building Maintenance Handbook. Racine, Wisconsin, n.d.

This is basically a procedure manual covering a limited portion of floor care, general cleaning of walls, ceilings, windows, etc., and other miscellaneous procedures.

This manual uses a step-by-step procedure technique, but it places each step under a picture of that step being performed. In my opinion this manner of presenting procedures is noteworthy because both a visual and word representation are available. The Project may want to consider it as a visual aid technique.

AHPP Housekeeping September 1969 JB/dfb

3.
4. Gen. Period.
5.

Gen. Period.

Housekeeping

Job Descriptions

1. Kaiser Foundation Hospital, Sunset Boulevard, Los Angeles, Calif.
2. Hoag Memorial Hospital, Newport Beach, California
3. Daniel Freeman Hospital, Inglewood, California
4. UCLA Medical Center, Los Angeles, California
5. Veterans Administration Hospital, Los Angeles
6. Riverside Methodist Hospital, Columbus, Ohio
7. California Hospital, Los Angeles, California

These job descriptions are in two folders. "Supervisory Job Descriptions" and "Maid Porter Activities".

Job Descriptions

Housekeeping

Granger, George L.: Training Programs Increase Skills, Foster Efficiency, Good Morale. HOSPITAL TOPICS, July, 1967. pg 53-36.

Author discusses program of Tucson Medical Center to train housekeeping personnel. Discusses setting, course content, demonstration of techniques, testing results.

AHPP 6/5/70 Housekeeping JB/ba
3.
4. Article
5.
Future Use: Little future use.

Filed: "Periodicals"

Housekeeping

Michigan State University, "Health Facilities Management Major Program, Eppley Center.

This is an educational program for a Bachelor of Science degree in Health Facilities Management. The core programs that are taught are Health Facilities, Accounting, Food Production Technology, Microbiology for Nurses, Health Care Facilities, Service Industries Equipment and Facilities, Quantity Food Production, Work Methods, Health Facilities, Health Facilities Managment, Health Facilities System and Procedure Development. These are some of the courses taught in this program for health facilities management by the University of Michigan.

AHPP Housekeeping September 1970 JB/dfb

3.
4. pamphlets
5.

Ed. Programs

Housekeeping

Department of Health, Education and Welfare, U.S. "Selection and Use of Disinfectants in Health Facilities", September 1967.

These selected papers from a training course held in Albany, N.Y. co-sponsored with the Public Health Service and New York State Department of Health include the following papers presented: "Phenolic Disinfectants","The Halogens", "The Quaternary Ammonium Compounds","Dyes","Oxidizing Agents, Metallic Salts and Compounds", "What is a Phenol Coefficient and What Does It Mean","Skin Antiseptics and Skin Sterilization", "Test Methods for Evaluation of Disinfectants", "The Problems of Practical Disinfection in the Hospital", "A Discussion of Disinfection".

AHPP Housekeeping 10-1-70 JB/dfb

3.
4. Ed. Prog. Spiral Bound Manual
5.

Ed. Prog.

Housekeeping

Moss, Theron V., "The Handle Can Increase Mopping Efficiency", SANITARY MAINTENANCE, June 1968.

This article, and several more attached, all have to do with mops--wet and dry--and abrasive pads.

AHPP Housekeeping September 1970 JB/dfb

3.
4. article
5.

Gen. Period./Gen. Lit.

Housekeeping

Kanikaynar, Ferhan, "Outline for a Housekeeping Training Program", HOSPITALS 92, n.d.

One page outline of topics to cover in a Housekeeping training program

Housekeeping AHPP September 1970 JB/dfb

3.
4. article
5.

Gen. Period/Gen. Lit.

Housekeeping

National Executive Housekeepers Association, Inc. (NEHA), Education Packet, 1968.

Information on existing curricula in field of Houskeeping.

AHPP Housekeeping September 1970 JB/dfb

3.
4. packet
5.

Ed. Programs

Housekeeping

The Modern Hospital: Housekeeping Writers' Manual for Cleaning the Operating Room Suite. MODERN HOSPITALS pp 122-128, n.d.

Very detailed procedure for cleaning operating and delivery rooms and adjoining areas.

Used in task development. Has no fucure use for curriculum development.

AHPP Housekeeping September 1970 JB/dfb

3.
4. xeroxed article
5.

Gen. Period./Gen. Lit.

Housekeeping

University of California Medical School, "Training Program for Housekeeping, unpublished (Mr. Gelardi)

This training manual will be an excellent program for specific detail and specific tasks that may be accomplished in the Housekeeping field. It also has excellent sections on training. There are certain problems, however, such as specific relation to the Medical Center at UCLA and to specific commercial products.

AHPP Housekeeping September 1969 JB/dfb

3.
4. training manual
5.

Ed. Programs

Housekeeping

Vestal, Anne J.: Good Audio-Visual Material Available for Training Housekeeping Personnel. HOSPITAL TOPICS April, 1969 pg. 77-79.

Good article for sources of audio-visual aids and training.

AHPP 6/4/70 Housekeeping JB/ba

3.
4. Article in periodical
5.
Future Use: Curricula development for Housekeeping.

"Gen. Period./
Gen. Lit."

Housekeeping

Eldredge, Yvonne, "A Strong Inservice Training Program Builds Pride". HOSPITAL MANAGEMENT 62-65, n.d.

This article describes the inservice training program at St. Joseph Hospital, Chicago, Illinois. In this very brief article, they describe what appears to be a very good program. May be of future use for curriculum development.

3.
4. xeroxed article
5.
AHPP Housekeeping September 1970 JB/dfb

Gen. Period/Gen. Lit.

Housekeeping

Silveria, Sr. M., OSF. "Training Executive Housekeepers at the Motherhouse". HOSPITAL PROGRESS:45-46, December 1964.

This two page article discusses curriculum content to train housekeepers for the hospital run by The Poor Sisters of St. Francis of the Perpetual Adoration. Some topics covered are: basic social sciences, social psychology, economics, personnel managment, human relations, communication, budgeting, records, schedules, accounting, etc. May be of use in curriculum development.

AHPP Housekeeping September 1970 JB/dfb

3.
4. xeroxed article
5.

Gen. Period/Gen. Lit

Housekeeping

Schworm, Dorothy A. "An Outline in Orientation and Objectives". HOSPITAL MANAGEMENT 84-88, April 1965.

This article, in outline form, gives objectives of housekeeping personnel, orientation programs for various levels of housekeeping personnel (i.e. assistant housekeepers, supervisors, working leader).

Future Use: Could be used as background for curriculum development.

AHPP Housekeeping September 1970 JB/dfb

3.
4. xeroxed article
5.

Gen. Period/Gen. Lit.

Housekeeping

Cook, Donn E., "Bibliography of Housekeeping Educational Aids", Reprinted from NURSING HOMES July 1969, Vol. 18 No. 7.

This bibliography has limited annotation. It covers the type of educational media (usually film strips) approximately 50 nation-wide companies utilize. Specific type of maintenance each film strip requires and scheduling requirements are also included.

AHPP Housekeeping September 1970 JB/dfb

3.
4. article
5.

Gen. Period./Gen. Lit.

Housekeeping

Anon.: Carpet Care by Clarke. Muskegon, Michigan, Clarke Floor Machines.

This is a narrative style booklet on types of carpets, removal of stains, cleaning methods,and types of Clarke Machines.

AHPP 6/4/70 Housekeeping JB/ba
3.
4. Manual
5.
Future Use: Little future value.

Filed Gen. Period.

Housekeeping

Hospital Research and Educational Trust. Being a Housekeeping Aide. Washington, D.C.: Robert J. Brady Company, 1967

AHPP Housekeeping September 1970 JB/dfb

3.
4. training manual
5.

found in RRH bookshelf

Housekeeping

Petring, Marshall C. "Formulas for Determining Personnel Needs".

Very unsophisticated article on predicting staffing needs. Superficially reviews four methods. No use to the project in task development or curriculum development.

AHPP Housekeeping September 1970 JB/dfb

3.
4. xeroxed article
5.

Gen. Period/Gen. Lit.

Housekeeping

Trainex Corporation, February 10, 1969.

Narrative guide that accompanies training film.

AHPP Housekeeping September 1970 JB/dfb

Audio Visual

ANNOTATED REFERENCES

PURCHASING

(as of November 1970)

Robert R. Henrich

Research and Demonstration Grant 8-0627
U.S. Office of Education, Bureau of Research
Department of Health, Education, and Welfare

ALLIED HEALTH PROFESSIONS PROJECTS
Division of Vocational Education
University of California, Los Angeles

VT013681 Part 5

ALL MANUALS FROM IBM ON ONE BIB CARD

Purchasing

1) IBM Data Processing System - Management Operating System
Industrial Purchasing - General
E20-0070-0

2) IBM Data Processing Application - Management Operating System
Industrial Purchasing-Detail
E20-007=D

3) IBM Application Program - System/360 Inventory Control
(360A-MF-04X)
System Manual
Y20-0256-0

4) IBM Application Program - System/360 Inventory Control
Application Description
H20-047-1

(continued Page 2)

Purchasing

Anon.: O'Connell, John A. Centralized Purchasing Program, Hospital Progress, Oct 1965, pp 156-157.

A description of the organizational pattern of purchasing within the Sisters of the Holy Cross Hospital Association. The major emphasis is on the services provided by the Central Purchasing Office which appear to have evolved out of pragmatic considerations associated with the management of a widely dispersed group of medical facilities. The article may be of value in having students gain a broad perspective of the field before focusing on particular tasks.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: Northeastern U. Evening Course Professional Resource for H.P.A.'s, Hospital Purchasing Newsletter, Vol. 7, Oct 1963,pp3-4.

An announcement of a formalized college level program of instruction in purchasing leading to an Associate in Science degree. The article may be useful in directing attention to a resource for curriculum development.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

5) IBM Data Processing Application - Inventory Control & Material Accounting
E20-8034-1

6) IBM Data Processing Application - Stores Accounting
H20-0025-0

7) IBM Data Processing Application - COMPASS (Computer-Oriented Management Planning and Scheduling System) Purchasing Materials Distribution, and Accounts Payable at IBM Poughkeepsie

AHPP 4/3/70 Purchasing RRH/pls

3. Business Office
4. Manuals

Filed:"Manuals-Purch. EDP" Bookshelf

Purchasing

Anon.: Pioneer Manpower Program in Hospital Purchasing Training Receives Additional Grant, Hospital Purchasing Newsletter, Vol. 11, No. 6, July 1967.

An announcement of a renewal grant under MDTA for the training of hospital purchasing assistants. The article appears to be useful in directing attention to an ongoing program whose purpose is similar to that which we hope to create.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: National Association of Hospital Purchasing Agents; College Level Purchasing Courses Offered by 37 U.S. Schools, Hospital Purchasing Agents' Newletter, No. 7, Feb 1963,3p.

A brief report of a survey made by the National Association of Purchasing Agents of college level purchasing courses offered in U.S. schools. The names of the schools offering separate purchasing courses may be obtained by writing to the consulting editor of the Newsletter. The article is useful as a reference to a resource on available college level purchasing courses throughout the U.S. It may also be useful as a source of curriculum development material.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.

Purchasing

Levinson, Paul "Elements of a Successful Group Purchasing Program", J.A.H.A., Dec 1967.

According to the author, the first step in the attainment of a successful group purchasing program is a complete understanding by the hospital staff of the goals of the program, then a decision as to the type of funding that will be required. Properly managed, such a program is beneficial to the individual hospital purchasing agent, the vendor, and the administrator.

AHPP 4/3/70 Purchasing RRH/pls

3.
4. periodical
5.

Gen. Period./Gen. Lit.

Purchasing

Anon.: National Association of Hospital Purchasing Agents; Correspondence Courses in Purchasing can Advance You Professionally, Hospital Purchasing Agents' Newsletter, No. 6, p. 2, Feb 1962.

A list of those correspondence courses being offered that deal directly with purchasing. The article is useful as a reference to a resource in correspondence courses on purchasing. It may also be useful as a source of curriculum development material.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: National Association of Hospital Purchasing Agents; Certification Program of NAHAA, Hospital Management, Vol. 103, Apr 1967, pp 117-118.

A description of the certification program of the National Association of Hospital Purchasing Agents. The article does not appear applicable as an educational tool.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: James, Sister Mary and Letourneau, Charles U., M.D., Two Views on Endorsements, Hospital Progress, Oct 1965.

Arguments pro and con product or service endorsement by hospital personnel constitute the content of this article. The article does not appear to have any applicability to our present goals.

AHPP Purchasing 9/17/69 ER/db

3.
4. Xeroxed journal article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: Mail Course in Hospital Purchasing Now Being Offered, Hospital Purchasing Newsletter, Vol. 9, pp 1-2, Nov 1965.

An announcement of the availability of a hospital purchasing correspondence course offered by the Catholic Hospital Association. The article may be useful in directing attention to a resource for curriculum development.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Lit. & Gen. Period.
Bookshelf

Purchasing

Anon.: Hoskins, Donna; Why a Purchasing Agent in a 60 Bed Hospital?, Hospital Management, 89:108, Mar 1968.

A "How-We-Do-It"article on the purchasing process in the author's hospital. The article may be useful in illustrating the application of particular purchasing principles.

AHPP 9/17/69 Purchasing ER/db

3.
4. Xeroxed journal article
5.

Filed: Gen. Period. & Gen Lit.
Bookshelf

Purchasing

Anon.: Hospital Purchasing Correspondence Course, Hospital Progress, Vol. 44, pp 50, Feb 1963.

A brief description of the Hospital Purchasing correspondence course offered by the Catholic Hospital Association. The article may be useful in directing attention to a resource for curriculum development.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: Governmental Purchasing Agents Adopt Certification Program, Hosp. Purchasing Agents' Newletter, Vol. 6: No. 11, pp 1-2, Nov 1962.

A brief description of the certification program of the National Institute of Governmental Purchasing. The article has little applicability as an educational tool.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: Grapp, Edward M., An Intraining Program for the Hospital Purchasing Student, Hospital Management, Vol. 95, pp. 107-8, Mar 1963.

The description of a plan for field experience in a hospital purchasing department to enable a hospital purchasing student to get a "feel" for his intended vocation. The article would appear to be useful in developing a similar plan to supplement the formal course curriculum.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit
Bookshelf

Purchasing

Anon.: Christopher, W. J., Jr., Techniques of Job Analysis for Purchasing Agents, Hospital Progress, 44: 121-3, Oct 1963.

A "checklist" article on how to conduct a job analysis which, although directed at the purchasing agent, may be just as useful in other areas. The article offers useful suggestions on preparation of job descriptions which can, in turn, be useful in preparation of educational curricula for the particular vocation.

AHPP Purchasing 9/17/69 RRH/dfb

3.
4. Xeroxed journal article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: Collegiate Purchasing Programs, Hospital Progress, Vol. 43, October 1962. pp 104, 164-165.

A listing of the colleges offering one or more purchasing courses. The list may be useful to those persons employed in a purchasing capacity who would like to improve themselves professionally. It may also be useful as a source of curriculum development material.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Gen. Lit.
Bookshelf

Purchasing

Anon.: American Hospital Association, Guidelines for Establishment of an Inservice Training Program for Purchasing Personnel, Hospitals, Vol. 42, pt. 1, pp 109-113, August 1, 1968

A description of a proposed educational curriculum for on-the-job training of hospital Purchasing Agents suggested by the American Hospital Association. The article is aimed at encouraging the development of hospital-based training programs in Purchasing and offering assistance in the area of curricula development. The article would appear to be useful in the development of a Purchasing Assistant curriculum. The article also lists reading references useful to the training program.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Lit.
Bookshelf

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Purchasing

Anon.: Ahliser, Norman C. Development of Subordinates in Purchasing Management, Training and Development Journal, Vol. 20, Jan 1966 (Part 1), Feb 1966 (part 2) pp 4-17 (part 1) 17-36 (part 2)

A report on the findings from a research project concerned with the improvement of subordinates' on-the-job performance. The research was focused on (1) the extent to which designated approaches to subordinate training and development were used, (2) the factors which stimulated or retarded job growth, and (3) the degree to which managers understood subordinate incentives and motivations. The article may be useful in the curriculum development of vocational programs in which the graduate is expected to have supervisory responsibility.

AHPP Purchasing 10/13/69 ER/sg

3.
4. Xeroxed article
5.

Filed: Gen. Period. & Lit.
Bookcase

CONTINUED

"Purchasing Administrative Reviews 1956-1965", Reprinted from Hospital Journal of the American Hospital Association.

insight into individual purchasing problems which still exist, functional or creative purchasing urged for cost control and group purchasing seen as realistic attempt at cost control. In 1963, Gertrude Armstrong discussed legal responsibilities of purchasing agents, planning needed to supplement training with experience and group purchase advantages considered. In 1965, Samuel Racoff discussed patient monitoring devices still being evaluated, safer plastic materials needed for medical use, group purchasing criticized most by those who might benefit most, purchasing-vendor relationships scrutinized and strengthened disposables acceptable for better service and work efficiency, but present problems of storage and disposal.

Purchasing AHPP December 30, 1969 RRH/dfb

3.
4. xeroxed article
5.

Gen. Period./Gen. Lit.

Purchasing

Rowland, Robert D., "Purchasing Policy Manual Essential", Hospital Progress, pp 104-118, n.d.

A description of the steps taken in preparing a purchasing policy manual and a suggested listing of its contents. The article does not appear to have much value for our purposes.

AHPP Purchasing 9-17-69 RRH/dfb

3.
4. journal article
5.

Gen. period./Gen. lit.

Purchasing

Anon.: "Prerequisites for Certification of Public Purchasing Agents The National Institute of Governmental Purchasing". July 1964. (Received from Ed Behrman)

This is a document presented to assist people applying for certification of public purchasing agents. It gives information on how to apply and what readings would be appropriate to pass the test. This is in a notebook on RRH's bookshelf.

3.
4. article
5.

AHPP Purchasing 10-14-69 RRH/dfb

Gen. Period./Gen. Lit.

Purchasing

"Purchasing Agents Trained in Experimental Program," New Medical World News. Vol. 7, pp 15-16, Dec. 1966.

Brief report of the development of a one year vocational training program for assistant purchasing agents sponsored by the MDTA and administered by the Hospital Council of Western Pennsylvania. The article may be useful in directing attention to a group involved in the development of a training program similiar to that which we envision.

AHPP Purchasing 10-10-69 ER/dfb

3.
4. article
5.

Gen. Period./Gen. Lit.

Purchasing

Spines, Charlotte B., "What is a Hospital Purchasing Agent?", Hospital Management, 90;105, Sept 1960.

A tongue-in-cheek description of the attributes of a hospital purchasing agent. Aside from its humorous content, the article has little to commend it.

AHPP 9-17-69 Purchasing ER/dfb

3.
4. journal article
5.

Gen. Period./Gen. Lit.

Purchasing

Anon.: "Purchasing Administrative Reviews 1956-1965", Reprinted from Hospitals Journal of the American Hospital Association.

In 1956 the staff of the American Hospital Association discussed current practices which included administration, economics, ethics, legal aspects, etc. In 1957 Waldo W. Buss in his review again discussed current practices and purchasing personnel. In 1958 Mark Berke discussed hospital purchasing as a profession--price consensus versus quality consciousness, centralized versus decentralized purchasing. In 1959 Mark Berke discussed the creative side of purchasing needing development; materials must be related to procedure and standards important for all items. In 1960 Paul E. Widman discussed the role of purchasing in infection control; value analysis proves worth as purchasing tool and need for broader education seen. In 1961 Paul E. Widman discussed criteria for evaluating purchasing performance, value of prepurchase testing of supplies, and growth use of rental equipment. In 1962 LeRoy F. Riley discussed need for

CONTINUED CARD 2

Purchasing

Reymolds, William T.: "Certification of Hospital Purchasing Agents HOSPITAL PROGRESS Vol. 47, October 1966. pp 167-171.

A reasoned defense of the need for certification in the area of purchasing and the resultant benefits. The author briefly describes six existing certification programs and suggests specialized areas of education that he believes should be incorporated in any formal certification program. The article may be useful as a checklist of the areas of purchasing to be covered in curriculum development.

AHPP Purchasing 10/10/69 ER/sg

3.
4. article
5.

Gen. Period./Gen. Lit.

Purchasing

Towler, B. R.: "Are We Training Tomorrow's Supplies Officers". THE HOSPITAL. London, Vol. 62, No. 42, Sept. 3, 1966 pp 422-423.

A plea by the supplies officer of a hospital management committee for sound practical and theoretical training in supplies administration. The author suggests (1) the development of a formal process of training leading to an advanced diploma in hospital supplies, and (2) an authoritative text on hospital supplies administration. The article is aimed at upgrading the supplies administration, and upgrading the qualifications of the purchasing executive through training. It has little educational value at the Allied Health Professions level.

AHPP Purchasing 10/10/69 ER/sg

3.
4. journal article
5.

Gen. Period./Gen. Lit.

Purchasing

Ryan, Leo V., C.S.A., "Purposes and Objectives of Continuing Education Programs", HOSPITAL MANAGEMENT, Vo. 95 pp 97-100, Jan '63.

An article which describes the characteristics of professionalism in the vocation of purchasing and how they may be achieved through continuing education. The article has little applicability to our present goals of developing a training program for purchasing assistants.

AHPP Purchasing 10/10/69 ER/sg

3.
4. article
5.

Gen. Period./Gen. Lit.

Purchasing

Widman, Paul E. "Educating Hospital Purchasing Agents: A Planned Program", HOSPITALS, Vol. 36, pp 66-67-89, Jan 1962.

A recommendation on the need for formal education and on-the-job training in Purchasing as one means of raising the vocation to professional stature. The author also suggests a program of on-the-job training which he believes to be suitable. The article may be useful to the development of curricula appropriate to the profession of purchasing assistant.

AHPP Purchasing 10-10-69 ER/sg

3.
4. article
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Gen. Period./Gen. Lit.

Purchasing

Anon.: Catholic (The) Hospital Association Hospital Purchasing Administration Correspondence Course, 1962. Prepared by the University of Chicago Home-Study Department for use by the Catholic Hospital Association.

This is a comprehensive educational curriculum for Hospital Purchasing Agents. It is placed on Mr. Henrich's bookshelf and is in two volumes. It covers 14 lessons some of which are Purchasing needs, negotiation changes and cancellations, quality control, quantity and timing, central stores, etc. (Received from E. Behrman).

AHPP Purchasing 10/14/69 RRH/dfb

3.
4. vinyl binder
5.

Filed: Ed. Prog. Bookcase

Purchasing

Anon.: White, Raymond, M., "The President's Column", HOSPITAL PURCHASING NEWSLETTER, Vo. 9 No. 9, Sept 1965.

A suggestion for hospitals to develop on-the-job training programs for purchasing assistants and a brief account of one such program in the author's institution. The article may be useful in directing attention to an ongoing program of a type which may be useful and of interest to us in our development of vocational training programs for purchasing assistants.

AHPP Purchasing October 10, 1969 ER/dfb

3.
4. article
5.

Gen. Period./Gen. Lit.

Purchasing

Widman, P. E. "Career Information on the Hospital Purchasing Agent's Position". HOSPITAL PURCHASING AGENTS' NEWSLETTER, Chicago. Vol. 6, No. 8, Aug 1962, pp 1-2.

A job description detailing the authority and responsibility of the purchasing agent as well as the job employment requirements. It might be of educational value to delineate the bounds of the hospital purchasing function.

AHPP Purchasing 10/10/69 ER/sg

3.
4. article
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Gen. Period./Gen. Lit.

Purchasing

Annon.: The Professional Educations Standards Program, NAPM Professional Standards Committee. Copyright 1967 by the NAPM for the Guide to Purchasing. (Received from E. Behrman)

This is a standards program determined by the NAPM for training purchasing agents. It includes bibliography and course work that the Committee feels should be required for going into the field.

AHPP Purchasing 10/14/69 RRH/dfb

3.
4. vinyl binder
5.

Filed: Ed. Prog. Bookshelf

Purchasing

Widman, Paul E. "Education for Purchasing as a Profession," HOSPITAL PURCHASING AGENTS' NEWSLETTER, Vol. 6, No. 9, pp 1, Sep '62.

A plea is made for the commitment to a program of education by thos in the purchasing vocation. The article does not appear to have much value as an educational tool.

AHPP Purchasing 10-10-69 ER/sg

3.
4. article
5.

Gen. Period./Gen. Lit.

Purchasing

"Purchasing for Educational Institutions", sponsored by the National Association of Educational Buyers. Edited by Ritterskamp, Abbot and Ahrens.

This text which was accomplished by a Committee of people responsible for institutional or university type purchasing seems to be a fairly good text in the general sense for training a purchasing agent. I feel it will be of some assistance in the development of our purchasing program. The first three sections relate specifically to educational institutions. However, as we get down into the later chapters of the book, such as "Purchasing Needs", "Negotiating for Purchase" and "Placing of Order", "Completion of Purchase", Central Storage Department", etc. may be of general use for future development.

Purchasing AHPP 10-6-69 RRH/dfb

3.
4. Textbook
5.

Textbooks Bookshelf

Purchasing

Annon.: Pinkerton, Richard L. A Survey of Purchasing Education Courses Including Purchasing, Procurement, and Materials Management offered by United States Universities, Colleges and Junior Colleges in 1967-1968 sponsored by National Association of Purchasing Management and the NAPA Educational Foundation, Inc., University of Wisconsin, November 1968.

This is a listing of specific courses in purchasing given in the United States both by universities and junior colleges throughout the United States.

AHPP Purchasing 11/4/69 RRH/dfb

3.
4. xeroxed article
5.

Filed: Ed. Prog. Bookshelf

Purchasing

Pittsburgh Public Schools, Division of Occupational, Vocational and Technical Education Manpower Development and Training, "Purchasing Agent, Assistant" Course Outline, August 1966.

This course is divided into two phases--a theoretical or preclinical phase of 25 weeks and a hospital affiliation for supervised practical experience of 12 weeks. In this course outline, the following are included: A Trainee Experience Report which includes hours, unit of training and rating; an evaluation report for the trainee; a list of field trips, special speakers and demonstrations incorporated into the course; the actual course outline which includes orientation, human relations, marketing, communication skills, etc.

Purchasing RRH/dfb March 9, 1970

3.
4. Course Outline unbound stapled
5.

Filed: Ed. Prog. RRH's Office

Purchasing

Anon.: Guide and Workbook for the Professional Health Consultant to Extended Care Facilities with Special Emphasis on Patient Care Policies. Workbook Draft. The development of guide and workbook was performed pursuant to Contract No. PH 110-68-164 with the Public Health Service, Dept. of HEW, California Nurses' Association is the contractor. 1969. (2 separate publications)

Guide: This is a useful working document to assist in the consultant's work with extended care facilities and other health facilities. The Guide includes background information on the Project and the Medicare Program in extended care facilities, and principles and skills in areas which are applicable to all professional health consultants of different disciplines--Consultation, Education, Administration, Finance, Potential Liability and Utilization Review. The first part of this Guide discusses the principles and objectives of consultation within a health facility, as well as the knowledge and skills necessary for all consultants (regardless of their professions) for effective consultation in the extended care facilities.

(continued page 2)

Purchasing

Anon.: Cedars-Sinai Medical Center, Los Angeles, Purchasing Procedures, Looseleaf pages, indefinite number.

A packet of assorted purchasing procedures practiced within the Cedars-Sinai Medical Center. The material is aimed at (1) highlighting those purchasing activities in which problems have occured in the past and minimizing their reoccurence in the future by standardizing certain procedures, and (2) describing the procedures to be followed in the application of electronic data processing to inventory control. Because of its limited scope, the packet of material is of little educational value.

AHPP Purchasing 10/10/69 ER/sg

3.
4. packet
5.

Filed: Bookshelf "Manuals"

Purchasing

Purchasing Education in American Colleges, Composite of articles appearing in the June 23 and Aug. 11 1965 N.A.P.A. Bulletins together with revisions and additions

This is a two-page list of universities that provide courses in purchasing.

AHPP Purchasing November 4, 1969 ERB:db

3.
4. two-page printed article
5.

Filed: Ed. Programs RRH's bookshelf

Guide and Workbook for the Professional Health Consultant to Extended Care Facilities with Special Emphasis on Patient Care Policies Workbook Draft.

Workbook: The second section, Workbook, is intended to be used by the consultant as a working reference as he helps the staff of an extended care facility develop policies that are applicable to their own facility, and that meet legal requirements and professional standards. Emphasis is also placed on multiprofessional planning and coordination in long-term care.

AHPP Purchasing February 2, 1970 RRH/dfb

3.
4. Procedure Manual
5. All occupations (Manual found in Pharmacy Procedure Manuals)

Filed: Pharm. Manuals

PURCHASING

"Hospital Computer Sharing System Inventory Reporting Administrator's Guide", Honeywell Inc., Electronic Data Processing Division, Wellesley Hills, Massachusetts 1969

This administrator's guide is designed as a reference manual for all personnel involved in the preparation of input to the HCSS Inventory Reporting System. Hospital administrators will find the guidelines for implementation given in Section I valuable at the time of conversion. Actions and keying sequences are described in Section II. Section III contains descriptions for all input and output fields that are used for the preparation of on-line and card input to the system. Descriptions and samples of all inventory reports printed at the computer center are given in Section IV.

AHPP 4/3/70 Purchasing RRH/pls

3.
4. Manuals
5.
Filed: Purchasing "Manuals Purchasing-EDP"

Purchasing

Pinkerton, Richard L. CURRICULUM FOR PURCHASING, The University of Wisconsin, Bureau of Business Research & Service, Graduate School of Business, sponsored by National Assoc. of Purchasing Management & NAPA Purchasing Educational Foundation, Inc., Volume IV No. 2., Aug 1969.

This reports on a research project which surveyed the purchasing functions, the educational curricula and various courses available including degree and non-degree educational programs in purchasing, four-year and AA programs. Emphasis should be placed on decision-making, quantitative analysis applicable to all business decisions, Justified courses were in statistics, operations and research, electronic data processing, accounting and production planning and inventory control. Money and Banking should be given less emphasis and the course should basically promote the B.A. Program.

AHPP Purchasing November 4, 1969 RRH/dfb
3.
4. spiral bound manuscript
5. Ed. Programs Rec'd E. Behrman

Purchasing

Anon.: A Manual for a Basic Purchasing Course by the National Association for Purchasing Agents,. n.d.

This course is offered on a regional basis by District 9 of the National Association of Purchasing Agents prepared by James Brian Quinn, Assistant Professor of Marketing, School of Business Administration, University of Connecticutt. This is a comprehensive curriculum for general purchasing for a basic course in purchasing. It includes descriptions of the course, teachers' manuals, etc. (Received from E. Behrman).

AHPP purchasing 10/14/69 RRH:dfb

3.
4. vinyl binder
5.

Filed: Manuals Bookshelf

Purchasing

Anon.: Office of the Vice President, Business University of California. Purchasing Policy, July 1964. Looseleaf pages, indefinite number.

A manual of regulations governing the purchasing activities performed within the University of California system. The manual is aimed at delineating the purchasing authority and responsibility residing in the University department heads and campus Purchasing Officers under a modified central purchasing arrangement. The manual has limited applicability as an educational tool because of the unusual organizational structure under which the University of California operates.

AHPP Purchasing 10/13/69 ER/dfb

3.
4. article
5.

Filed: Manuals Bookshelf

Purchasing

Anon.: The Procurement Cycle: Unit 1: Requisition and Purchasing Systems, United Hospital Fund of New York: 74 p + unpaged appendix; July '68.

A systematic analysis of the requisitioning and purchasing sub-systems of the procurement system. In a broad overview fashion, the authors describe how the two sub-systems are interrelated, and then, in a more detailed fashion, expose each of them individually. Included in the individual exposure is a functional description of the sub-system and the range of alternative information and/or material-handling mechanisms used for the accomplishment of sub-systems purpose. The booklet appears to be quite useful as a training and orientation aid.

AHPP 9/17/69 Purchasing ER/dfb

3.
4. Manual
5.

Filed: Manuals Bookshelf

Purchasing

Anon.: Southern Permanente Services, Inc. Manual of Standard Business Procedures; Southern Permanente Services, Inc., Los Angeles, Looseleaf pages (unnumbered)

A manual of standardized business procedures within the Kaiser-Permanente Southern California Medical care entities. Among the many procedures described are several which refer to the purchasing activities. The manual is aimed at the orientation of new employees of the Kaiser-Permanente organization as well as a reference manual for those employees presently on the job. The value of the manual as an educational tool may be in its use as an illustrative example of more general principles.

AHPP Purchasing 10/10/69 ER/sg

3.
4. Manual looseleaf pages
5.

Filed: Manuals Bookshelf

Purchasing

Anon.: Supply Procedures, Supply Division, Veterans Administration, Los Angeles: 12 p + 10 p of exhibits, n.d.

A procedure manual covering the user aspects of the purchasing system. The manual describes the organizational structure of the supply division and its function, and the procedures to follow. The manual may have some value as an illustrative example of certain purchasing principles.

AHPP 9/17/69 Purchasing ER/dfb

3.
4. Manual
5.

Filed: Bookshelf Manuals

Purchasing

Anon.: Simonsen, A. J., Purchasing Department Procedure Manual, Spokane, Washington, Sacred Heart Hospital: pp 52, n.d.

A Purchasing Procedure Manual issued for hospital use to acquaint hospital staff members with appropriate means of securing supplies and services, and members of the purchasing department with methods of servicing requests. The manual is a comprehensive compilation of the usual purchasing procedures carried on in a hospital and would be valuable in illustrating the application of purchasing principles.

AHPP Purchasing 9/17/69 ER/dfb

3.
4. Manual
5.

Filed: Manuals Bookshelf